

Resident Advisor (RA) Job Description 2010 – 2011 Academic Year

Introduction

The Resident Advisor position is essential to the success of the students in the residence hall. The staff in Housing and Residential Life will be committed to an educational approach in order to provide for the most meaningful experience for our residents. One of the key responsibilities of an RA is that of a community builder. Community Building means getting to know your residents and other staff members, both individually and collectively, by investing time and energy into activities and events that will help facilitate the development of positive and meaningful relationships.

The Community Development Model is in place to assist staff with:

- Getting to know residents;
- Helping residents get to know each other;
- Assessing and addressing the needs of residents; and
- Encouraging residents to take ownership for the community.

In addition, as a residence hall staff, we are dedicated to:

- Effectively serving and working with residence hall students, staff and faculty of diverse backgrounds and viewpoints
- Encouraging students to take responsibility and challenge themselves to grow, and to support each other's growth
- Providing a safe environment – one that promotes both physical and emotional well-being
- Providing linkage and access to services both within and beyond Housing
- Supporting the academic and educational mission of the University by providing opportunities for learning within and beyond the classroom – bringing learning into the living environment.
- Working toward a common vision and aspirations for the quality of life of the residence hall community.

RAs are responsible for assisting the students in their corridor, floor and throughout the building. They are directly supervised by the Hall Director (HD) and indirectly supervised by the Assistant Director of Housing and Residential Life.

Time Commitment

20 hours per week

Responsibilities

- **Modeling** a commitment to diversity and multiculturalism by creating and fostering a community in which all the individuals are respected, while continuing to **educate** both residents and staff members on issues of social identity and multiculturalism.
- Building multicultural community in the residence hall by participating and encouraging casual social interaction, planning and implementing **social and educational programming**, and demonstrating consistent availability and accessibility to residents.

- **Responding** immediately to acts of intolerance or hate in our community.
- Being a **listening ear** to residents in the community and helping them find their own solutions to difficulties and concerns while also **helping** them find and access other campus resources.
- Being **engaged** and active in Move-in and Welcome activities and helping residents become familiar with the UM- Flint campus.
- Being a **role model** in all ways – academically, socially, educationally and as a leader in multicultural community building.
- Be **attentive** to and **report** all health and safety concerns in the residence hall.
- **Provide** continuous interaction and example which **encourages** students to act with reason, to assume responsibility for their actions, and to be consistently considerate of the rights and freedoms of others.
- **Develop** and **promote** a positive working relationship with all residence hall staff including, other RAs, HD, front desk staff, custodial staff, dining staff, etc.
- Meeting **On-Duty** Responsibilities as designated by the HD, and **attending** mandatory weekly staff meetings.
- **Enforcing** the community living standards by **confronting** and **documenting** violations, while **modeling** personal behavior that is consistent with the Resident's Guide to Community Living at UM-Flint, The Statement of Students Rights and Responsibilities, and City, State and Federal Laws.
- **Advising, counseling, and responding** to crisis situations, and **informing** the Hall Director or other resources when appropriate. Keep all sensitive information confidential.
- **Support** the custodial and maintenance staff by operating from a framework of "leave everywhere cleaner than we found it".
- **Support** the dining service and staff by eating with residents, and **providing** consistent and constructive feedback to assist in continuing to develop a positive dining experience. Also, **confront** any inappropriate behavior in the dining environment.
- Living-learning and/or specialty floor RAs may have additional or unique responsibilities.

Compensation

100% Room and Board

Minimum Qualifications

- The RA position is a 20 hour per week position
- By the end of Fall term 2009, you must have completed at least 3 semesters of course work on a college or university campus (not including spring/summer) and have completed 36 credit hours of course work on a college or university campus.
- You must have a cumulative grade point average of 2.3 or higher at the time of application and prior to the start of employment. A cumulative and term grade point average of 2.3 must be maintained during the period of employment. Grades will be checked each semester prior to employment and during employment.
- You must be enrolled in at least 8 credit hours during your appointment. Graduate students only need to be enrolled in 3 credits hours.
- You must be available for employment for two semesters upon initial hire.

***NOTE:** International students may not be employed outside of the position due to restrictions in their student visa.*

Additional Expectations/Information:

- Extra-curricular and/or work commitments beyond the RA position and regular class commitments may not exceed 15 hours per week. Any outside commitments must be approved by the Hall Director.
- RAs may be away from campus for 9 nights per semester with approval from the Hall Director.
- RAs will have the opportunity to apply for a front desk position in order to earn additional income throughout the year.
- RAs will have on-duty responsibilities throughout the term of employment.
- RAs will attend all mandatory training sessions and meetings.
- There may be additional responsibilities due to Living Learning communities in the residence hall. More information will be posted on this as it becomes available.
- Maintain a standard of personal conduct commensurate with his/her responsibilities.
- Maintain establishment of primary residence in the assigned room and suite.
- Perform the duties and meet the expectations described in the Resident Advisor Expectations.

Important Dates:

Commitments and Training dates: these are times you must have available in your schedule for both the 2010-2011 academic year.

Fall 2010 Training Dates

UM-Flint RA Training Saturday, August 21, 2010 – Monday, August 30, 2010

- CLE – August 22, 2010 through 24, 2010 in Ann Arbor
- UM-Flint RA Training – August 25, 2010 through August 30, 2010 in Flint

Fall Move-In and Welcome

Welcome Team Move-In – Tuesday, August 31, 2010

New Student Move-In – Wednesday, September 1, 2010

Returning Student Move-In – Saturday, September 4, 2010

RA Staff Meetings

Staff meetings will be on every Monday from 6:00pm-8:00pm during the 2010-2011 academic year.

Hall Closing Dates for Resident Advisors

TBA

Thanksgiving and Spring Break

The residence hall remains open during Thanksgiving and Spring Break. RAs will be required to remain on campus to fulfill duty responsibilities.

Winter Move-In

TBA

Resident Advisor (RA) Expectations

2010 - 2011

As a member of the Housing and Residential Life Staff, I recognize that I am a vital part of Housing and Residential Life's commitment to building strong, inclusive communities within the residence hall. Therefore, I accept the following expectations in addition to all conditions listed in my Letter of Appointment:

I will strive for academic excellence. I will maintain at least a 2.3 for each semester that I am in the Resident Advisor position and a class load of at least 8 credit hours.

I will seek to be a role model for my residents in my professional, academic, and personal behavior. In all situations, I agree to conduct myself in a way that will elicit the respect of my residents, co-workers and supervisors and that will reflect positively on the department and staff that I represent. I will also model balanced living by setting appropriate boundaries for my staff position, which will allow me to fulfill my staff responsibilities while maintaining a personal life and personal space in the residence hall. If necessary, I will seek the assistance of my supervisors in negotiating this balance before I become burned out or jeopardize my academic standing. Finally, I will limit other work opportunities and extracurricular involvements so that I have adequate time to dedicate to my Resident Advisor Staff position.

I will demonstrate a commitment to building community in the residence hall by learning my residents' names and significant things about them, spending time with them in casual social interaction (eating meals together, socializing in lounges and public areas, etc.), organizing community building activities that promote social interaction between students and encourage their participation in their floor community and the University of Michigan – Flint community. I will be available to the students in the residence hall (spending a significant amount of time on the hall).

In order to assure my accessibility, I will limit my absences from the residence hall. The guideline that will be used is 9 nights out per term, in addition to breaks and holidays. I will have all absences pre-approved by my direct supervisors. I recognize that breaks in the University academic calendar do not necessarily coincide with the residence hall schedule; thus I may be required to work during breaks when my residence hall remains open (e.g. Labor Day, Thanksgiving, MLK Day, Spring Break, Memorial Day and Independence Day). I understand that extra-curricular and/or work commitments beyond the RA position and regular class commitments may not exceed 15 hours per week. Any outside commitments must be approved by the Hall Director.

I will model a commitment to multiculturalism through my behavior and attitudes, striving to create an understanding and accepting community where all individuals are treated with dignity and respect. I will respond immediately to any acts, statements, or displays that reflect intolerance, prejudice, or hatred, seeking assistance from other Housing and Residential Life Staff members or community resources when necessary, and reporting such incidents to my supervisor. I will organize and participate in activities designed to educate myself and my residents about diversity and multicultural issues and Housing and Residential Staff community building activities, and will seek to allow multicultural perspectives to inform all of my community building activities.

I commit myself to positive interactions with my fellow staff members that will promote effective teamwork and successful collaboration. I will be consistent and thorough in my work performance. I will appropriately provide honest, but constructive feedback to my co-workers and supervisors, and will be receptive to constructive feedback from my peers and supervisors. I will support other staff members by attending their activities and heeding their requests for assistance. Furthermore, I will show public support for all Housing and Residential Life Staff decisions. If I disagree with a policy, I will discuss it with my supervisors, but will continue to enforce the policy unless directed otherwise by my supervisors.

I will follow through on all assignments given to me by my supervisors in a timely manner. I understand that there will be additional staff requirements assigned by my supervisors and other Housing and Residential life staff members which are not explicitly stated in the Housing and Residential Life Resident Advisor Job Description or the Letter of Appointment. As it is not expected that these assignments will transcend the 20-hour per week commitment to my staff position, I will comply with all work requests. I will also participate in campus-wide Housing and Residential Life processes which significantly impact all residence hall communities, such as Fall and Winter Move-In, Fall and Winter Closing, monthly Room Inspections, Fire and Tornado Drills, Residence Staff Selection and completing tasks as assigned. Finally, I will keep all sensitive staff matters and resident information confidential; I will share important information with my direct supervisors but refrain from openly discussing sensitive building and resident issues with other students or staff.

I will educate and assist all members of my community in resolving conflicts, and help members take ownership for “Resident’s Guide to Community Living at UM-Flint” and the University of Michigan-Flint “Statement of Student Rights and Responsibilities”. I will support and educate community members about the “Resident’s Guide to Community Living at UM-Flint” and the “Statement of Student Rights and Responsibilities” through role modeling. Knowing that conflict is a normal part of a healthy community, I will work to teach community members how to find solutions to disputes while repairing any harm and damage that may have been done to the community. I will support the Community Development Model of conflict resolution by ensuring that I have strong relationships with those whom I interact with.

I will be a good role model for my residents in my use of and attitudes toward alcohol and other drugs. I recognize that residents and peers may also observe my behavior outside of the residence hall. Therefore, if I am under the age of 21 I will not consume alcohol. If I am 21 I will avoid becoming intoxicated or engaging in any behavior outside of the hall that promotes irresponsible or illegal alcohol consumption. I will refrain from consuming alcohol 12 hours prior to duty, and will ensure that my thinking is unimpaired by alcohol at any time I am in the residence hall so that I am always ready to respond to emergencies. I will educate my residents on the responsible use of alcohol and suggest alternatives to alcohol-related events. I will refrain from using any illegal drugs (including marijuana) in or out of the residence hall. I will confront all observed alcohol or drug violations or abuse and will report such activity to my direct and indirect supervisors.

I understand that I will be held to the Onity Key Card Agreement. I have a responsibility to uphold and follow the following policies:

- Do not make key cards for anyone who is not assigned to that room.
- Never make a key card for friends, family or yourself.
- All staff are to adhere to the lock out and lost card policies. This includes all student staff.
- All information in the Onity system is confidential.
- If you are not scheduled to work you should never make cards.

The above are policies help protect the safety and security of the residents. Any action that compromises the integrity of this system or the safety and security of residents may result in termination.

I recognize that engaging in any of the following activities is cause for immediate termination:

- Committing any infraction of the “Resident’s Guide to Community Living at UM-Flint”, the “Statement of Student Rights and Responsibilities” and the Resident Advisor Expectations.
- Violating State or Federal policies concerning alcohol such as underage possession or use of alcohol, providing alcohol to minors, drinking in the residence hall, or public intoxication in the residence hall
- Not abiding by the State and Federal drug policies concerning controlled substances
- Misuse of University property
- Physical assault or sexual assault/harassment
- Unexcused absences from duty, staff training, or staff meetings
- Misuse of master or sub key cards, including lending the key card to a non-Staff member for any reason

Evaluations

I expect regular evaluations of my work performance, to ensure that I am meeting the needs of my residents by effectively fulfilling my Housing and Residential Life Staff responsibilities. These evaluations may be formal or informal and may be conducted by my direct supervisor, the Hall Director, and my indirect supervisor, the Assistant Director Housing and Residential Life, if applicable.

I understand that these are the standards by which my work-performance will be evaluated and that failure to consistently meet any of the above expectations may result in disciplinary action and could ultimately result in the termination of my residence staff position. In addition, I understand that I may have additional expectations that are developed by my supervisor and the Housing and Residential Life Staff.

Resident Advisor Printed Name

Date

Resident Advisor Signature

Hall Director Signature

Date